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This checklist reflects Command requirements for Chaplain Service activities at all applicable levels to prepare for and conduct internal reviews. This checklist has been written to align with AFI 52-101, *Chaplain Service Responsibilities and Procedures*; AFI 52-102, *Professional Development*; AFI 52-104, *Chaplain Service Readiness*; AFSPC Chaplain Service Fund Policy Letter; DoD Instruction 1402.5, *Criminal History Background Checks on Individuals In Child Care Services*; DoD Directive 1300.17, *Accommodation of Religious Practices Within the Military Services*; and other applicable directives as cited.

1. References have been provided for each item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Critical items (if present) are those items that, if not accomplished, could result in significant legal liabilities, penalties, or significant mission impact. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The Command IG will use the checklist during applicable assessments. Use the checklist at **Attachment 1** as a guide only. AFSPC checklists will not be supplemented. Units may produce their own standalone checklists as needed to ensure an effective and thorough review of a unit's Chaplain Service programs. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary.

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ATTACHMENT 1

CHAPLAIN SERVICE ACTIVITIES FOR AIR FORCE SPACE COMMAND CHAPLAIN SERVICE FUNCTIONS

Table A1.1. Checklist.

SECTION 1: MINISTRY			
MISSION: To respond to the spiritual needs of Air Force members and their families across the full spectrum of air & space operations, while providing for their diverse religious requirements and changing demographics. (***Air Force Chaplain Service Strategic Plan, 2002***) *NOTE***:** For the purposes of this checklist, "*Wing Chaplain*" refers to the ranking Chaplain with overall responsibility to the commander for oversight and management of the chapel program. "*NCOIC*" refers to the ranking Chaplain Assistant with overall responsibility to the Wing Chaplain for support of chapel programs.			
1.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
1.1.1. CRITICAL DEFICIENCY ITEMS **(result, or could result in, failure to meet Chaplain Service mission)**			
1.1.1.1. Has the Wing Chaplain (Chaplain-in-charge) conducted a local needs assessment to plan and implement worship opportunities and schedules to meet the religious requirements, staff capabilities and available resources? (AFI 52-101, para 3.2.2)			
1.1.2. MAJOR DEFICIENCY ITEMS **(have, or could have, significant mission impact)**			
1.1.2.1. Is each missile alert facility (MAF) visited at least once each month? (AFSPCI 52-101, para 1.1.1)			
1.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
1.2.1. Are all religious activities held on the installation or at sites (e.g., worship services, religious education, bible studies, etc.) under the auspices of the Chaplain Service? (AFI 52-101, para 3)			
1.2.2. Have worship services been designed by Chaplains in response to a broad population possessing common beliefs desiring a "specific style" of worship and are they advertised according to worship style (e.g. contemporary, gospel, liturgical, praise, traditional) and are they Chaplain led? (AFI 52-101, para 3.2.2.2)			

SECTION 2: PEOPLE **MISSION**: To recruit, develop and sustain Chaplain Service personnel who are committed to the spiritual care of tomorrow's Air Force. (***Air Force Chaplain Service Strategic Plan, 2002***)			
2.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
2.1.1. CRITICAL DEFICIENCY ITEMS: **(result, or could result in, failure to meet Chaplain Service mission)**			
2.1.1.1. Are DoD guidelines related to criminal history background checks for appropriated and non-appropriated contract personnel who work with children and youth being implemented? (This would include Religious Education Coordinators, Children's Choir Directors, Child Care workers, and Youth Leaders). (DoDI 1402.5)			
2.1.2. MAJOR DEFICIENCY ITEMS: **(have, or could have, significant mission impact)**			
2.1.2.1. Does the Wing Chaplain/NCOIC leadership have a training program to ensure members of their staff (including IMAs) are prepared to perform as a Religious Support Team (RST) when deployed? (AFI 52-104, para1.2 and para 5.1.1)			
2.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
2.2.1. Does the NCOIC provide training and guidance to all personnel involved in Chaplain funds administration, management and control on procedures and processes? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.2.9)			
2.2.2. Has the Wing Chaplain/NCOIC established a chapel control center and alternate locations? (AFI 52-104, para 5.1.5)			
2.2.3. Do mobility folders contain at least those minimum items listed on AF Form 4005, **Individual Deployment Requirements**? (AFI 10-403, para 1.6.3)			
2.2.4. Has a Readiness Functional Area Manager (FAM) been appointed? (AFI 52-104, para 5.1.8)			
2.2.5. Does a comprehensive training and mentoring program exist for Chaplains and enlisted personnel? (AFI 36-3401, ***Air Force Mentoring***, para 3 and AFI 36-2201, Vol 3, ***On-the-Job Training Administration***, para 6.1)			

SECTION 3: RESOURCES **MISSION:** To provide the structure and resources needed to realize the Chaplain Service vision. (***Air Force Chaplain Service Strategic Plan, 2002***)			
3.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
3.1.1. CRITICAL DEFICIENCY ITEMS **(result, or could result in, failure to meet Chaplain Service mission)**			
3.1.1.1. If denominational offerings are received, are they deposited into and managed through the local Chaplain Service fund IAW locally developed operating instructions? (AFSPC/HC Policy Letter, Attachment 1, para 3.3.8)			
3.1.2. MAJOR DEFICIENCY ITEMS **(have, or could have, significant mission impact)**			
3.1.2.1. Are auxiliary Chaplains and/or denominational worship leaders endorsed by their religious bodies and are the endorsements reviewed annually? (AFI 52-101, paras 2.3, 2.3.1 and 3.2.2.3.1)			
3.1.2.2. Is the "audit trail" option of QuickBooks™ activated? (AFSPC/HC Policy Letter, Attachment 1, para 3.3.4.3)			
3.1.2.3. Is QuickBooks™ used for the chaplain fund accounting system and utilizing the standard chart of accounts and accounting classes? (AFSPC/HC Policy Letter, Attachment 1, para 3.3.4.5, para 3.3.4.7)			
3.1.2.4. Has the Wing Chaplain (Chaplain-in-charge) ensured no one person is given complete control of the fund and no conflicts of interest exist? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.1.2)			
3.1.2.5. Does the Wing Chaplain chair the Financial Working Group and approve the comprehensive chapel program plan? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.1.5)			
3.1.2.6. Does the NCOIC perform a monthly assessment of chaplain fund operations and does the Wing Chaplain review these assessments? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.2.3 and para 3.8.1)			
3.1.2.7. Has the Wing Chaplain (Chaplain-in-charge) established a financial working group comprised of: Wing Chaplain (para 3.4.1.5), NCOIC (para 3.4.2.10), Senior Faith Group Chaplain and/or denomination leaders (para 3.4.3.4), and Account Managers (para 3.4.4.4)? (AFSPC/HC Policy Letter, Attachment 1)			
3.1.2.8. Does the accounting technician reconcile bank and credit card statements in QuickBooks™ upon receipt of the statements? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.7.2)			

3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Is the chaplain fund in compliance with requirements for reporting cumulative contract amounts honoraria over $600 to the IRS? (Title 26 US Code (IRS) Subtitle A, Chapter 1, Sub-chapter B Part VI, Section 170 (f))			
3.2.2. Is the chaplain fund in compliance with requirements for documenting charitable contributions? (IRS Code, Section 501 C (3))			
3.2.3. Are measures in place to ensure Chaplain Assistants are not being used to augment other units on an extended basis that will hinder the Chaplain Service mission? (AFI 52-101 para 2.2 and AFI 52-104, para 1.2.1.2)			
3.2.4. Has the Wing Chaplain developed a performance agreement with all resource personnel and reviewed the need, qualifications and performance agreement annually? (AFI 52-101 para 2.3)			
3.2.5. Are welfare funds used for non-denominational or non-religious chapel sponsored supplies, equipment, services and programs specified in AFI 34-201? (AFSPC/HC Policy Letter, Attachment 1, para 2.1)			
3.2.6. Has the Wing Chaplain submitted annual Chaplain Service requirements for inclusion in the non-appropriated welfare fund budget to the Wing Commander and the commander of services? (AFSPC/HC Policy Letter, Attachment 1, para 2.2)			
3.2.7. Does the Wing Chaplain ensure that non-appropriated funds are not used to finance direct mission requirements of the chapel or chapel programs? (AFI 65-601, Vol 1, *Budget Guidance and Procedures,* para 4.32.1 and AFSPC/HC Policy Letter, Attachment 1, para 3.1.2)			
3.2.8. Are effective measures used to ensure Chaplain Service funds are not used for reimbursement of temporary duty (TDY/PTDY) expenses of Chaplain Service personnel? AFSPC/HC Policy Letter, Attachment 1, para 3.1.1.1)			
3.2.9. Are Chaplain Service funds using insured financial institutions and are all accounts maintained within federally insured limits? (AFSPC/HC Policy Letter, Attachment 1, para 3.3.2)			
3.2.10. Is the Government Purchase Card (GPC) the primary method used in Chaplain Service fund purchases? (AFSPC/HC Policy Letter, Attachment 1, para 3.3.4.4.1 and para 3.3.6.1)			
3.2.11. Are fixed assets valued at $1,000 or more maintained in QuickBooks™? (AFSPC/HC Policy Letter, Attachment 1, para 3.3.4.8)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A

3.2.12. Are accounting records maintained as follows?   (AFSPC/HC Policy Letter, Attachment 1, para 3.3.5.1)
 	
Section 1   -Budget vs. Actual by Class Report
 	
           Budget Change Approval Documentation
 	
Section 2   -Bank Statements and Reconciliation Report
 	
Section 3   -Income Documentation and Reports
 	
           Deposit Slips
 	
           Bank Corrections
 	
Section 4   -Expenses
 	
           Receipts for Purchases
 	
           Refund Documentation
 	
Section 5   -Credit Card Statements
 	
           Consolidated Statement (Individual statements may be
 	
           maintained separately)
 	
Section 6   -Financial Reports
 	
           Monthly NCOIC Assessment Report
 	
           Balance Sheet
 	
           Checkbook Register
 	
           Others as determined locally			

3.2.13. Does the Wing Chaplain serve as account manager for the General Chaplain Fund? Does he/she manage these funds in consultation with Faith Group Chaplains and the approved chapel program plan? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.1.6)			
3.2.14. Does the NCOIC (or delegated SSgt/above with 7 skill level) serve as the QuickBooks™ administrator, chaplain fund GPC approving official? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.2)			
3.2.15. Does the NCOIC serve as QAE for the accounting technician? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.2.5 , para 3.4.2.7)			
3.2.16. Does the NCOIC serve as approving official for non-personal service instruments? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.2.5, para 3.4.2.7)			
3.2.17. Are Faith Group Advisory Councils comprised of at least the Senior Faith Group Chaplains, account managers, program leaders and a Chaplain Assistant representative? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.5.1)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
3.2.18. Does the accounting technician inventory fixed assets upon assuming duties and annually in September? Is the inventory certified by the NCOIC (or delegated SSgt/above with 7 skill level)? (AFSPC/HC Policy Letter, Attachment 1, para 3.4.2.8, para 3.4.7.4)			
3.2.19. Are AFSPC Forms 54, **Chaplain Fund Request**, used to process all Chaplain Service Fund obligations? (AFI 52-101 AFSPC Sup 1, para 4.11.4)			
3.2.20. Are AFSPC Forms 55, **Chapel Offering Worksheet**, used to record all chapel offerings? (AFI 52-101 AFSPC Sup 1, para 4.11.1)			
SECTION 4: COMMUNICATION **MISSION**: To enhance the communication between and among all levels/echelons of the Chaplain Service. (*Air Force Chaplain Service Strategic Plan, 2002*)			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. CRITICAL DEFICIENCY ITEMS **(result, or could result in, failure to meet Chaplain Service mission)**			
4.1.1.1. Has the Wing Chaplain developed local operating procedures for their fund and does the operating instruction establish internal controls and verifiable audit trails? (AFSPC/HC Policy Letter, Attachment 1, Para 3.2.2, and para 3.8)			
4.1.1.2. Has the Wing Chaplain/NCOIC developed a Chapel Contingency Support Operating Instruction (CSOI) that includes IMA integration and utilization? (AFI 52-104, para 5.1.7 and para 5.3.1)			
4.1.2. MAJOR DEFICIENCY ITEMS **(have, or could have, significant mission impact)**			
4.1.2.1. Are auxiliary chaplains and/or denominational worship leaders endorsed by their religious bodies and are the endorsements reviewed annually? AFI 52-101, paras 2.3, 2.3.1 and 3.2.2.3.1)			
4.2. NON-CRITICAL ITEMS:	YES	NO	N/A
4.2.1. Does the unit have ready access to information pertaining to major world religions? (AFI 52-104, para 1.1.1.3)			
4.2.2. Is the Wing Chaplain/NCOIC leadership actively involved in the development and coordination of Chaplain Service portions of plans, annexes and operating instructions for base contingency operations? (AFI 52-104, para 5.1.3)			
4.2.3. Has the CSOI been coordinated with HQ AFSPC/HC? (AFI 52-104, para 5.1.7)			
4.2.4. Has the CSOI been exercised at least annually? (AFI 52-104, para 5.1.7)			

NON-CRITICAL ITEMS (Cont):	YES	NO	N/A
4.2.5. Does the Readiness Functional Area Manager advise the Wing/Installation Chaplain on required readiness issues and provides documented training? (AFI 52-104, para 5.2.1)			
4.2.6. Has the Wing Chaplain identified Holy Day Observances and advised commanders, first sergeants, and other military and civilian leaders regarding these observances? AFI 52-101, para 3.2.1)			
4.2.7. In instances where someone other than a Chaplain is authorized to conduct worship services, have worship leaders been briefed on requirements, expectations, restrictions and prohibitions? (AFI 52-101, para 3.2.2.3.4.1)			
4.2.8. Does the Wing Chaplain (Chaplain-in-charge) meet at least monthly with the worship leader(s) to review programs and enhance worship opportunities? (AFI 52-101, para 3.2.2.3.4.2)			
4.2.9. Are Chaplains' private file systems containing professional and sensitive communications maintained separate from federal records and are they secured? (AFI 52-101, para 4.4)			